

**CONNECTICUT DEPARTMENT OF CORRECTION
JOB OPPORTUNITY**

**Correctional Lieutenant
Statewide Property Liaison**

<http://das.ct.gov/HR/JobspecNew/JobDetail.asp?FCC=5345>

Lateral Transfer Opportunity

Please follow the specific application filing instructions at the bottom of this page!

Open To: DOC ONLY

Location: 1 Walker Drive (Enfield)

Hours: 40 Hours per Week (Monday – Friday, 8:00 a.m. to 4:00 p.m.)

Salary: \$63,849 - \$84,357

Closing Date: Tuesday, March 22, 2016

Eligibility Requirement:

Current Correctional Lieutenants at the Department of Correction or DOC employees who have previously attained permanent status as Correctional Lieutenant may apply for lateral transfer.

Preferred Experience:

Candidates with the following knowledge, skills and abilities will be given preference:

- Oral and Written Communication skills
- Computer Skills – Microsoft Access, Excel, Word, SABA (LMS)
- Excellent Organizational skills, and record keeping
- Knowledgeable in AD 3.2, 3.4, 4.7, 6.9, 6.10, 6.14, 9.6, and 10.15
- Knowledgeable in facility locations
- Admittance and Discharge Procedures and Property
- Ability to conduct training sessions of assigned personnel
- Maintain and audit logs of daily unit activity
- Maintain personnel records and adhere to strict confidentiality requirements

Note:

This position will be filled in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules. Candidates should be aware that performance appraisals, attendance records and discipline records will be reviewed to ensure compliance with DOC Administrative Directive 2.3.

Application Instructions:

Interested Department of Correction employees who meet the above requirements must submit a cover letter and résumé outlining their experience. Please reference "Property Liaison" in your cover letter and include your preferred email address for contact. Please submit your cover letter and résumé to:

**Department of Correction - Recruitment Unit
Attn: Jim Faulkner, HR Specialist
24 Wolcott Hill Road
Wethersfield, CT 06109
Fax: (860) 692-7615**

Qualified candidates will be contacted via their preferred e-mail address to schedule an interview.

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.